



OFFICIAL FILE COPY

UNITED STATES MARINE CORPS

MARINE CORPS BASE

CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 1701.1F

HSVC

27 MAR 1992

BASE ORDER 1701.1F

DISTRIBUTION MADE

BY

From: Commanding General
To: Distribution List

1130 2 Apr 92 (TIME & DATE)

Subj: ASSISTANCE AND SERVICES AVAILABLE THROUGH NAVY-MARINE CORPS RELIEF SOCIETY
CAMP LEJEUNE AUXILIARY AND MARINE CORPS AIR STATION, NEW RIVER BRANCH

Ref: (a) Navy Relief Society Manual for Auxiliaries (NOTAL)
(b) MCO 1700.21B
(c) MCO 5760.4A

1. Purpose. The purpose of this Order is to acquaint military personnel of Camp Lejeune and Marine Corps Air Station, New River and their dependents with the assistance and services available through the Camp Lejeune Auxiliary as authorized by references (a) and (b).

2. Cancellation. BO 1701.1E.

3. Background

a. Mission. The purpose of the Navy-Marine Corps Relief Society is to collect and hold funds and to use the same for aid in times of need to assist eligible persons to cope with unusual financial needs and to live within their means on a continuing basis. It is the aim of the Society that all services, financial as well as counseling, be of truly constructive value.

b. Organization

(1) The Navy-Marine Corps Relief Society is a private organization, as defined in reference (c), operating under the policy guidance of a Board of Managers composed of the Chief of Naval Operations, Commandant of the Marine Corps, Chief of Naval Personnel, Surgeon General of the Navy, Commander Supply Systems Command, Chief of Chaplains, a President, Vice President, Secretary, Treasurer, Operations Officer, and ten elected members, at least four of whom are women. Members of the Board of Managers are elected by the members, presidents of auxiliaries, and commanders of fleets.

(2) The Navy-Marine Corps Relief Society provides its services through auxiliaries established at larger Navy and Marine Corps installations and branch offices located on the smaller stations and shipboard offices located on large ships. A branch under the supervision and jurisdiction of the Camp Lejeune Auxiliary is located at Marine Corps Air Station, New River.

c. Eligibility

(1) Full Eligibility. The following categories of personnel are eligible for all types of Navy-Marine Corps Relief Society assistance.

(a) Members of the regular and reserve components of the Navy and Marine Corps on active or extended active duty. They hold DD Form 2N/2MC (active), green identification cards.

(b) Members who have been retired with pay for physical disability or after having completed at least 20 years of active service. They hold DD Form 2, blue (formerly DD Form 2N/2MC (ret), grey) identification cards.

RETURN TO CENTRAL FILES,
MCB WITHIN 48 HOURS

27 MAR 1992

(c) Dependents of the above personnel and surviving dependents of deceased personnel in the above categories. They hold DD Form 1173, identification cards.

(d) Unremarried former spouses of persons listed in subparagraph (a) or (b) above who have been issued a valid DD Form 1173, under the provisions of PL 97-272, because of the duration of their affiliation with the naval service.

(e) Members of the Coast Guard when on active duty while the Coast Guard is serving as part of the United States Navy in time of war. DD Form 2CG, green identification cards.

(2) Restricted Eligibility

(a) Elderly (65 or older), indigent mothers of deceased Navy and Marine Corps personnel, who died while on active duty or while retired after at least 20 years of active duty, are eligible for financial assistance from the Society's Calvert Fund whether or not they were legal dependents of the service member at the time of death. When such persons are not holders of a DD Form identification card, eligibility may be established by reasonable evidence of the relationship.

(b) Members of the Naval or Marine Corps Reserve who are in a drill status performing active duty for training are eligible for Navy and Marine Corps Relief assistance only in critical situations. They hold DD Form 2 (Reserve), red identification cards.

(3) Ineligible Personnel

(a) Discharged veterans entitled to 100% disability by the Veterans Administration, their dependents and survivors are not eligible for Navy and Marine Corps Relief assistance. Such persons hold DD Form 1173, with DAV or 100% DAV entries in Block 11, and military medical care is not authorized in Blocks 15A and 15B.

(b) Navy and Marine Corps Reserve personnel, who retire with pay at age 60 without having served twenty years of active duty, are not eligible for Navy-Marine Corps Relief assistance; neither are their dependents. These persons hold identification cards which are identical to those set forth in c(1)(b) and c(1)(c) above. They are distinguishable, however, by the fact that the date of issue is always sixty years after the date of birth.

(c) Personnel in appellate leave status and their dependents are not eligible for Navy-Marine Corps Relief Society assistance.

d. Policy on Financial Assistance. Financial assistance is based upon two basic considerations. There must be an established eligibility or sponsorship of actual dependents, and there must be a genuine need as opposed to want.

e. Basis for Financial Assistance. Typical reasons for which financial aid may be provided are:

(1) Basic Living Expenses due to delay, or non-receipt of allotment, or pending receipt of government benefits, or other emergency situations which make family resources temporarily inadequate, but not extending directly or indirectly to regular supplementation of monthly income.

(2) Medical Care assistance may be given for the share cost not covered by CHAMPUS and incidental expenses related to medical care. The Navy-Marine Corps Relief Society normally does not approve long term indefinite commitments.

(3) Dental Treatment incidental to serviceable dental capability rather than ideal restorations.

27 MAR 1992

(4) Funeral Expenses may not exceed the cost of a modest, dignified funeral. A total of \$2,800.00 is established as the upper limit that can be provided.

(5) Transportation expenses of necessity as opposed to convenience or desirability governs the extension of assistance, either by loan or grant. Each situation must be resolved on the basis of its own merit and within the framework of the Navy-Marine Corps Relief Society's established purposes.

(6) Motor Vehicle Repairs. Essential repairs to maintain vehicle in safe operating condition. Essential repairs mean those repairs needed for operability of the vehicle and to meet the requirements of safety inspections. They do not include cosmetic items such as body work, or routine maintenance such as tune-ups, tires, wheel alignment, battery replacement, etc.

f. Type of Financial Assistance. Financial assistance may take the form of a loan without interest, an outright gratuity, or a combination of the two, depending upon all the circumstances in a case.

g. Policy Limitations. In order to insure uniformity of treatment and fairness to all clients, assistance listed below is NOT PERMITTED:

(1) Assisting ineligible persons.

(2) Assisting service members in a deserter, unauthorized absentee, or appellate leave status. Assistance for the dependents of persons in an appellate leave status is restricted to items of absolute necessity such as food.

(3) Payment of expenses which the service member can meet from own resources.

(4) Financing purchase of non-essentials or payment of debts created by such purchases.

(5) Assisting with the consolidation of debts to protect the equity that a service member may have in an automobile, furniture, television set, or other item.

(6) Payment of debts contracted prior to the service member's entry into the Naval Service or those contracted by the member's spouse prior to marriage.

(7) Payment on motor vehicles, insurance, or licensing.

(8) Assistance in establishing or maintaining housing off base when full BAQ is not authorized.

(9) Assistance for moving to a new location within the same general area when not occasioned by unacceptable living conditions, fire, damage, or destruction of the residence, unless such action is approved by a caseworker for budgetary reasons.

(10) Financing business ventures, the purchase of homes or similar permanent investments. However, a single payment on a home is to be considered in the same manner as payment of rent if the payment is on the home in which the service member is living.

(11) Assisting with expenses in legal matters.

(12) Financing regular leave or liberty.

(13) Furnishing funds to replace bad checks or prevent civil action.

(14) Payment of Federal, State, or local taxes.

(15) Establishing a household for service members with less than six months remaining in the area on active duty.

17 MAR 1982

(16) Establishing a second household for service members in the process of dissolving a marriage.

h. Application for Assistance

(1) The service member is the prime sponsor, and if the service member is in the local area not deployed or stationed at another base, the service member must make application in person. If deployed or afloat and dependents are applying for assistance, the service member must be contacted in order to obtain the service member's permission to assist a dependent except in dire emergencies. The service member should have a current LES with him/her when applying for assistance.

(2) The service member must be willing to assume responsibility for a suitable payment plan in accordance with the family circumstances.

(3) In emergencies, when a Navy-Marine Corps Relief office is not readily available or after normal working hours, assistance may be provided through the facilities of the American Red Cross duty worker. Relief/Aid agencies for each of the other services may also act as agents for the Navy-Marine Corps Relief Society.

i. Location of Auxiliary Offices and Hours of Operation

(1) The Camp Lejeune Auxiliary of the Navy-Marine Corps Relief Society is located in Building 14, Hadnot Point, Camp Lejeune and colocated with the American Red Cross and Family Services Center. The office is open from 0800 to 1630, Monday through Friday. Interviewing for financial assistance is conducted from 0800 to 1430, Monday through Friday (Telephone 451-5584/5644/5346).

(2) The MCAS, New River Branch is located in Building 232. Hours of operation are from 0800 to 1630, Monday through Friday. Interviewing for financial assistance is conducted from 0900 to 1500, Monday through Friday. Walk-ins are seen on a first come first served basis (Telephone 451-6642/6643/6644).

(3) Emergency Leaves will be taken through 1630 at both offices. Emergency services may be obtained during nonworking hours and on Saturdays, Sundays, and holidays, by contacting the American Red Cross duty worker at 347-5191.

(4) Services are available through offices located on a majority of large ships for service members on deployment.

j. How Assistance is Given. The Navy-Marine Corps Relief Society assumes that service members desire to maintain their obligations in time of emergency need, but will not relieve them of their responsibility to provide for themselves and their families. For this reason financial assistance takes the form of a loan whenever repayment within a reasonable period is possible without undue burden. The repayment of loans enables the Navy-Marine Corps Relief Society to help other Marines and Sailors faced with similar situations. In most cases, the registration of a monthly allotment is the most appropriate method of effecting repayment for personnel. Financial counselling is available through our trained volunteer interviewers or members of our professional staff. Budgets can be worked out and every effort made to assist the family to live within its income. Since the Navy-Marine Corps Relief Society is not a government agency and is supported entirely by private funds, assistance cannot be considered a benefit or a right, but must be limited to cases coming within its purpose and its resources.

k. Other Services

(1) The Navy-Marine Corps Relief Society furnishes layettes for Navy and Marine families automatically upon request to E-5's and below, and to E-6's and above, based on need.

(2) The Camp Lejeune Auxiliary retains two registered nurses in the Visiting Nurses Program. Services are provided as follows:

(a) Assistance to dependents who need guidance in learning to care for newborn infants, in following doctor's instructions, and during convalescence.

(b) Follow-up home visits to patients as directed by medical services, or on request of other health agencies as approved by the Executive Director.

(c) Postpartum instructions at the U. S. Naval Hospital.

(d) Home visits when needed, as approved by the Executive Director in coordination with appropriate medical authority.

(e) Monthly well-baby clinics at the Tarawa Terrace and Midway Park Community Centers and at other locations where appropriate.

(3) The Navy-Marine Corps Relief Society provides contact or referral services with the Family Service Centers at Camp Lejeune and New River and with community agencies; e.g., American Red Cross, Legal Aid, Child Welfare, Traveler's Aid, Mental Health Clinic, Veteran's Administration, Social Security, Social Services, and the County Health Department.

1. Educational Services. Financial assistance can be provided to dependent children and spouses for education, after high school graduation, at accredited colleges and vocational schools.

4. Advisory Board. The purpose of the Advisory Board is to provide leadership and guidance in carrying out Navy-Marine Corps Relief Society policies. The Advisory Board shall:

a. Consist of personnel of the Navy and Marine Corps and volunteers who are interested in developing and maintaining high standards of Navy-Marine Corps Relief assistance to personnel of the Naval Service and to their dependents.

b. Include the officials of the Auxiliary and representatives of each branch of the Auxiliary and commands served by the Auxiliary.

c. Be empowered to act when a majority of the board is present.

d. Hold semi-annual meetings at the call of the President or Vice President. A copy of the minutes shall be provided to Headquarters, Navy-Marine Corps Relief Society.

5. Advisory Board Membership. The Advisory Board membership will be composed of the following:

MARINE CORPS BASE

Director, Human Services
Base Chaplain
Base Sergeant Major

2D MARINE DIVISION

Senior Officer
2d MarDiv Sergeant Major

27 MAR 1992

II MARINE EXPEDITIONARY FORCE

Senior Officer
Senior Enlisted Marine

2D FORCE SERVICE SUPPORT GROUP

Senior Officer
2d FSSG Sergeant Major

2D SURVEILLANCE, RECONNAISSANCE AND INTELLIGENCE GROUP

Senior Officer
2d SRIG Sergeant Major

U. S. NAVAL HOSPITAL

Commanding Officer
Senior/Master Chief

U. S. NAVAL DENTAL CLINIC

Commanding Officer
Senior/Master Chief

MARINE CORPS AIR STATION, NEW RIVER

Commanding Officer
Senior Officer
MCAS Sergeant Major

NAVAL PERSONNEL SUPPORT ACTIVITY DETACHMENT

Senior Officer

AT LARGE

Vice President (Chairman)
Executive Director
Treasurer
Honorary Chairman of Volunteers, Auxiliary
Chairman of Volunteers, Auxiliary
Honorary Chairman of Volunteers, Branch
Chairman of Volunteers, Branch
Officer Wives Club Representative
Staff NCO Wives Club Representative

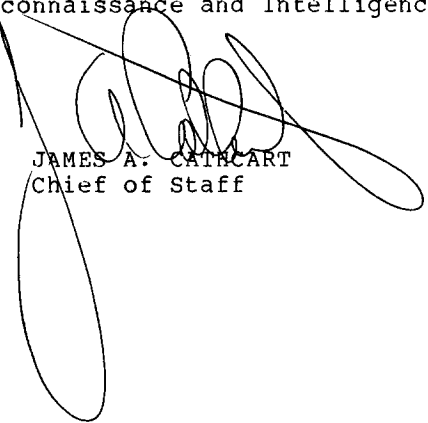
6. Volunteer Program. The Navy-Marine Corps Relief Society offers an opportunity for individuals to volunteer their services to help others less fortunate than themselves. Volunteers are needed to perform the following type of work: receptionist, clerical worker, interviewer, layette workers and knitters, public relations, and computer operators. Those interested will be most welcome. The Chairman of Volunteers, the Executive Director, and field representatives from the Navy-Marine Corps Relief Society headquarters train the volunteers to ensure their capability, competence and confidence in carrying out the mission of the Navy-Marine Corps Relief Society. Information regarding the volunteer program can be obtained from the Chairman of Volunteers or the Executive Director at 451-5584 or 451-5346. Information pertaining to the volunteer program at MCAS, New River Branch, can be obtained from the Chairman of Volunteers or Office Assistant at 451-6642 or 451-6643.

7. Action.

a. Commanding officers will ensure that the contents of this Order are given periodic dissemination to all members, at regular intervals and during orientation of new service members, to ensure that the services available from the Navy and Marine Corps Relief Society are common knowledge throughout all commands.

b. Commanding officers will ensure that personnel are assigned to the Advisory Board in accordance with paragraph 5 of this Order.

8. Applicability. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force, FMF; 2d Marine Division, FMF; 2d Marine Expeditionary Brigade, FMF; 2d Force Service Support Group, FMF; the Commanding Officers, 2d Surveillance, Reconnaissance and Intelligence Group, FMF; and Marine Corps Air Station, New River.



JAMES A. CATHCART
Chief of Staff

DISTRIBUTION: A